

# **Centennial City Clerk**

## **Monthly Report**

### **November 2011**

<b>Activity</b>
-----------------

#### **Boards and Commissions**

The City Clerk staffed the Ad Hoc Appointment Committee for the Open Space Advisory Board. Interviews were held November 9, 2011, and appointments were made by City Council on November 14, 2011.

#### **City Council Meetings**

The City Clerk and Deputy City Clerk staffed three City Council meetings in November. Audio recordings of each meeting and approved minutes are available via the city's web site at [www.centennialcolorado.com](http://www.centennialcolorado.com).

#### **Elections**

The City Clerk and staff, along with the Election Commission, hosted an Election Night Gathering for candidates, citizens and interested parties. Refreshments were served while participants awaited the results of the Election.

#### **Senior Citizen Commission**

The City Clerk was appointed the Staff Liaison to the Senior Citizen Commission beginning in October of 2011. Meetings are held on the second Tuesday of each month from 3:00 p.m. to 5:00 p.m. in the Aspen Room. This month's meeting was held on November 8, 2011.

#### **Liquor Licensing**

The Centennial Liquor Licensing Authority conducted one Public Hearing on November 3, 2011, a 3.2 Beer license for G2 Retail Management LC and 7-Eleven Inc., dba 7-Eleven Store 39303, 4950 S. Reservoir Road. The LLA approved the application for 7-Eleven Store 39303.

An application for a new Hotel/Restaurant liquor license was received on November 3, 2011 from Trevino Family Restaurants, dba La Playa Mexican Café, 7685 E. Arapahoe Road, Centennial, CO 80112. The LLA will conduct Public Hearing for this new applications on December 15, 2011.

An application for a Transfer of a Hotel/Restaurant liquor license was received on Copp Holdings Inc, dba Goal Line Sports Grill, 16728 E. Smoky Hill Road, Centennial, CO 80015. This application was processed and approved by the City Clerk and sent to the State for approval.

Five (5) renewal applications were processed by the Deputy City Clerk in November.

### Passports

Twenty-five (25) passport applications were accepted and sent to the U.S. Department of State in November. Twenty (20) photos were taken.

### Public Records Request

The City Clerk's office processed eleven (11) public records requests in November. All requests were completed in a timely manner according to the Colorado Open Records Act.

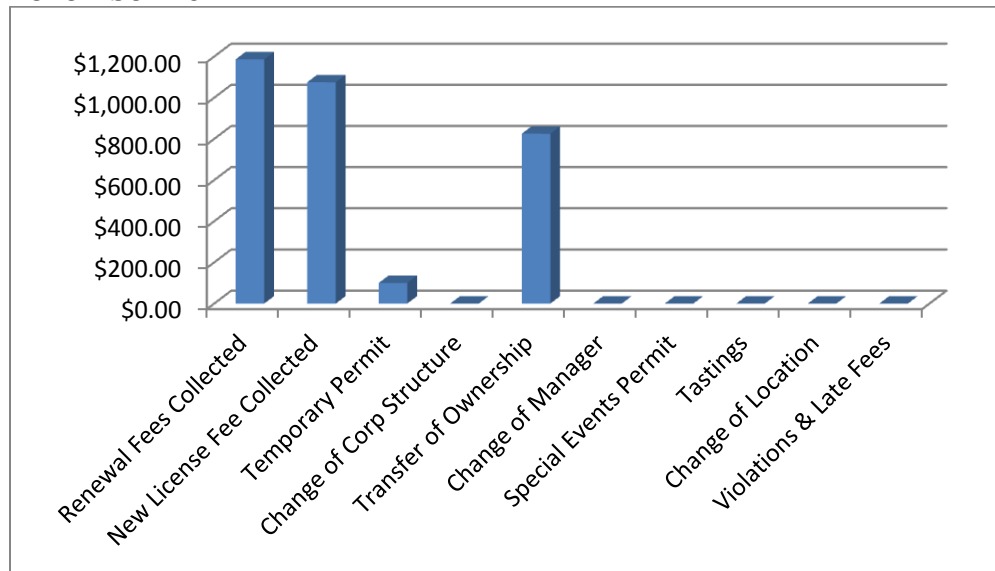
## Fees

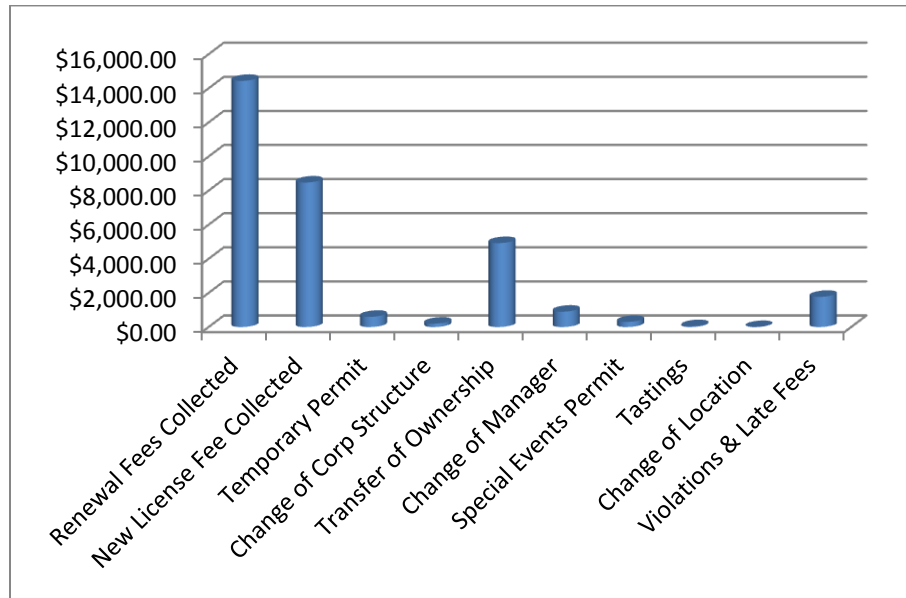
### Liquor Licensing

Total Licensing Fees Collected November 2011: **\$3,186.25**

(Compared to Total Licensing Fees Collected in November 2010: \$2,311.25)

### November 2011



**Year to Date 2011****Passports**

Total Passport Fees Collected November 2011: **\$825.00**

Execution Fees to the City of Centennial: \$625.00

Photo Fees Collected: \$200.00

**Public Records Request**

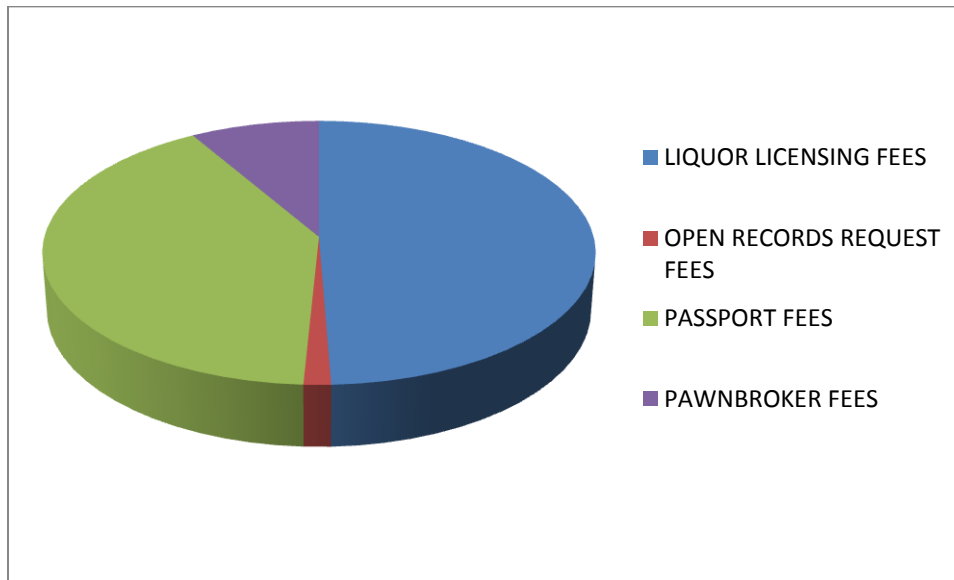
Total Public Records Request Fees Collected November 2011: **\$0.00**

Year to Date Total Fees Collected 2011: **\$910.73**

**Total Fees Collected by the City Clerk's Office Year to Date (2011): \$ 64,099.89**

<b>LIQUOR LICENSING</b>	<b>OPEN RECORDS REQUEST</b>	<b>PASSPORT FEES</b>	<b>PAWNBROKER</b>
-----------------------------	-------------------------------------	--------------------------	-------------------

<b>FEES</b>	<b>FEES</b>		<b>FEES</b>
<b>\$31,659.16</b>	<b>\$910.73</b>	<b>\$26,110.00</b>	<b>\$5,430.00</b>



### **Special Projects and Training**

The City Clerk's staff provided a drive-up mail ballot drop off in the Civic Center parking lot on Election Day. This service continues to be very well received and appreciated by the community.

The City Clerk and Deputy City Clerk attended the annual CGFOA/CMCA Conference in Copper Mountain November 15<sup>th</sup> – 18<sup>th</sup>.